

# 2021 SFSP Round Table Discussion

Private Non-Profit Sponsors



*Working Together for Student Success*

# Introduction

**Today's session is designed to share information not included in the online training modules.**

- **USDA Waivers for Service**
- **Meal Counting Reminders**
- **Program Integrity**
- **Best Practice Ideas**

# USDA Waivers

**In March 2020, USDA issued several waivers for meal service during the COVID-19 pandemic. In March 2021, USDA extended the use of the waivers for the entire 2021 summer season.**

**Although the end date for many of the waivers is September 30, USDA intended them for use during the traditional 2021 summer season. Once the local school corporation is back in session, SFSP is not normally an option for non-school sponsors.**

# USDA Waivers

Sponsor staff must have clear understanding of the correct way to use waivers.

- Use of any waiver is optional
- Sponsors/sites may operate “as usual” from past years

**Please review all waiver plans with your field specialist before beginning your summer meal service.**

# Waivers

## **Meal Pattern Exceptions- Expires June 30, 2021**

With prior approval from your assigned IDOE SFSP Field Specialist, sponsors unable to meet meal pattern requirements due to a disruption in food supply can be reimbursed for meals served.

- All components must still be offered.
- Prior approval is required.
- Granted only for extenuating circumstances/disruption in food supply.
- Not available for use in SFSP after June 30!

# Waivers

## **Meal Pattern Exceptions- Expires June 30, 2021**

- Need for use of this waiver is very rare
- Requires prior approval
  - Without prior approval, meals that do not meet the meal pattern will be disallowed
- There has not been a disruption in the food supply in Indiana since April of 2020
- Sponsors who purchase food from local grocery stores should not have any issue purchasing items needed to meet meal pattern requirements
- Meal pattern must be met for every meal served

# Waivers

## **Non-Congregate Meal Service- September 30, 2021**

**Meals may be taken off-site to be consumed elsewhere. Allows sponsors to distribute up to 5 meals at one time.**

- **Must have written integrity plan in place**
- **Bulk packaging is allowed, must provide menu**
- **Hot and cold meals are allowable**
- **Packaging must include labels that meals are for children**
- **Heating/storage instructions are required**

# Waivers

## **Non-Congregate Meal Service- September 30, 2021**

- This waiver is mostly intended for open meal service locations
- Program integrity is critical and must be maintained
- If local schools are offering “grab and go” meals, this option may not be approved for other sites
- Open and closed enrolled sites are still limited to only 2 meal types per day



# Waivers

## **First Week Monitoring Visit- September 30, 2021**

**Sponsors can defer first week on-site monitoring visits until safe to do so.**

- **Monitoring Review (within first 4 weeks) is still required**
- **Racial Ethnic Data Form must be completed based on participation**

# Waivers

## **Parent/Guardian Meal Pick-up- Expires September 30, 2021**

Meals may be served to parents/guardians for pick-up without a child present.

Sponsors must ensure meals are distributed only to adults with known children in the household. To maintain program integrity, Sponsors must have a written process to follow regarding meal distribution. Your field specialist may request this information during a review.

- **Must have a written integrity plan - especially important for summer 2021!**
- **Sponsors can opt to require children to be present**

# Waivers

## **Parent/Guardian Meal Pick-up- Expires September 30, 2021**

- **Used for open sites operating “grab and go” meal service only**
- **Only parent or guardians may pick up meals, not just anyone**
- **You must have confirmation that children live in the household before handing meals to an adult**
- **Integrity plans must be written prior to service**

# Waivers

## **Area Eligibility- September 30, 2021**

**Sites that are not traditionally area eligible may potentially be approved to operate open sites.**

- **Sites that do not traditionally qualify for SFSP can operate throughout summer 2021**
- **Sponsors should strive to provide access to all community children when possible, not just limited closed enrolled groups**

# Waivers

## **Area Eligibility- September 30, 2021**

### **Keep in mind:**

- **Most of these areas are currently covered by the local school districts**
- **State Agency can limit expansion of program operations for those with prior issues of maintaining operational compliance at multiple sites**
- **These sites may not be SFSP eligible next year if traditional eligibility requirements resume**

# Waivers

## **Offer versus Serve Waiver - Expires September 30, 2021**

With prior approval from IDOE, sponsors may utilize OVS at non-congregate meal service sites. **A written plan will be required to be submitted before approval will be given.**

- Sponsors must have reviewed the Offer versus Serve training and have proof that site staff were trained
- Sponsors must always offer all menu components in required serving sizes
- All components must be available for the entire meal service/distribution
- Prior to implementation, seek advice and approval from your field specialist

# Waivers

## **Meal Serving Times Flexibilities - Expires September 30, 2021**

Sites may operate beyond the maximum meal serving time limitations of one hour for breakfast or snack and two hours for lunch or supper. Extended meal serving times must be approved by IDOE.

- Requires prior approval
- Must report the full meal service length on site information page

**Questions regarding  
the use of the waivers?**



# SFSP vs SSO

School Corporations have the option to operate what is called Summer Seamless Option (SSO). There are some distinct differences between the programs, so please be aware that SFSP sponsors and SSO sponsors operate differently and the school corporation in your community may be operating SSO.

## SSO

- Follows NSLP meal pattern
- Receives free NSLP reimbursement rate
- Different monitoring and training requirements
- Follows NSLP OVS rules

## SFSP

- Follows SFSP or NSLP meal pattern
- Receives SFSP reimbursement rate
- Different monitoring and training requirements
- Specific SFSP OVS rules when using SFSP meal pattern

# Operational Preference

**Regulations require that operational preference for site selection is given to School Food Authority (SFA) sponsors. Local agencies and SFAs should work together to offer the best possible to free meals while maintaining program integrity.**

- **If a SFA is operating an open site, no additional open sites will be approved in the same area**
- **Closed enrolled sites can operate near open sites as long as there is an enrolled group of children**
- **Communicate with SFSP staff to determine the best site type for your sponsorship**

# Program Integrity

**Consider your ability to maintain program integrity when making meal service plans**

- **Consider what is available from other organizations in your area**
- **Do not overcommit or serve more meals than your staff, kitchen or service area is able to handle**
- **Plans may need to be discussed with your field specialist prior to meal service approval**
- **Integrity plans must be well-communicated to site staff and volunteers and followed as written**

# Meal Counting Reminders

- **Point of service meal counting is always required**
  - **No counting of trays/meals prepared/or backing out number leftover**
  - **Adult meals must be marked in the adult meal section only and never claimed for reimbursement**
- **The use of any alternate meal count form or method must be approved in advance**
- **Integrity Plan must be followed as written**

# Unused Meals

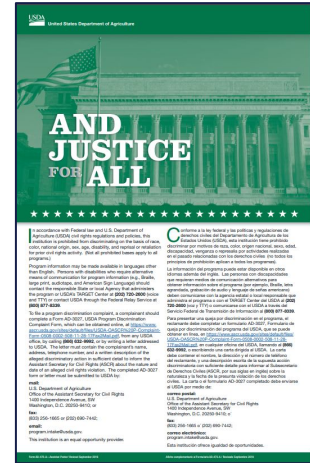
**Sponsors must always plan and prepare only one meal per child.  
Adjustments in meal preparation must be made to meet attendance.**

**There may be instances where there are leftover meals.**

- **Add food to share table**
  - **Contact local health department for share table expectations**
- **Store the meals for next meal service**
- **Transfer the meals to another site, if operating more than one site**
- **Donate unused foods to local non-profit hunger relief organizations**

# Civil Rights

- Annual Training must include Civil Rights
  - One person is required to complete the online training and train all other staff and volunteers
- The green “And Justice For All” poster must be visible at each meal service location.
  - Please use the order form on the Civil Rights webpage to order additional posters
- Special Dietary needs must be provided for upon request
  - Review information on our website, discuss with field specialist if you have more questions.



# Health Department Notification

**All sponsors must inform the local health department of operating plans, including production facilities as well as all SFSP sites.**

- **Keep copies of notifications and inspections on file**
- **Open and closed enrolled sites must be listed on the notification letter**
- **Work with health department for best practices in food safety**
- **Review any meal distribution process for approval**

# Financial Management

**Sponsors must track all income and expenditures made with SFSP funds**

- **Keep all proof of expenses**
  - **Receipts and Invoices**
  - **Time sheets**
  - **Reimbursements for meal delivery**
  - **Administrative expenses**
- **Organization is key!**
- **Separate unallowable items from meal service expenditures**
  - **Water balloons, coffee for staff, snack shop items, tie dye materials, etc (Cannot use SFSP funds for these items)**



Please update/review all information in CNPweb.

- Sites to be removed or added can be requested through [SummerMeals@doe.in.gov](mailto:SummerMeals@doe.in.gov)
- If you encounter any error messages when completing CNPweb, please contact your field specialist
- Sponsors who did not operate in 2020 may need to make adjustments. Please contact [SummerMeals@doe.in.gov](mailto:SummerMeals@doe.in.gov)

# Website

Look here first!



## Important Announcements:

- [2021 Annual Sponsor Training](#) ✨ – **OPEN NOW!**
- [2021 Sponsor Round-table Sessions](#) 📅
- [SFSP Introduction Presentation](#) ✨
- [Golden Delicious Apple Award Winners](#) 🏆
- [2021 Media Release](#) 📰

The Summer Food Service Program for Children (SFSP) was created to serve nutritious meals to children when National School Lunch and School Breakfast Program meals are not available. To ensure all children receive proper nutrition throughout the year, SFSP reimburses organizations that prepare and serve meals to eligible children during the summer and school vacation periods.



[CLICK HERE FOR MEAL SITE INFORMATION](#)

Organized by sponsor type!

[Public and Private School Food Authorities](#)

[Government Sponsors](#)

[Private Non-Profit Organizations](#)

[Day & Residential Camps, Migrant, NYSP, Upward Bound Programs](#)

[CNPweb](#)



[SFSP Newsletters](#)

[COVID-19 Pandemic Resources for Sponsors](#)

[SFSP Learn More \(How to Apply\)](#)

Open Site information for public access

# Resources

<https://www.doe.in.gov/nutrition/private-non-profit-organizations>

Meal Pattern  
Nutrition Guidance Manual  
Meal Count Forms  
Monitoring Forms

## Private Non-Profit Organizations

Posted: Tue, 03/30/2021 - 11:48am

Updated: Tue, 03/30/2021 - 11:48am

Meal Pattern & Menu Planning

Civil Rights

Daily Meal Count Forms

Sponsor Monitoring

Sponsor Inventory Requirement

Farm to Summer

Other Resources

# Best Practice Sharing

## Menu quality

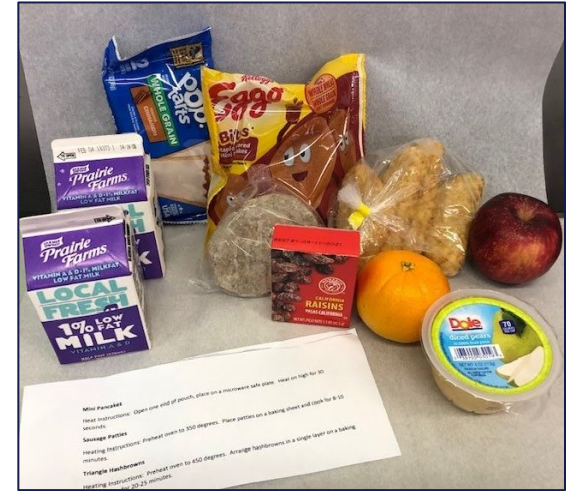
- Offer a hot meal a couple times a week
- Serve a variety of colors and textures
- Serve both fresh and canned fruits and vegetables
- Limit juice to no more than twice per week
- Make something from scratch once per week or more often
- Any additional best practices to share?



# Best Practice Sharing

## Food Safety

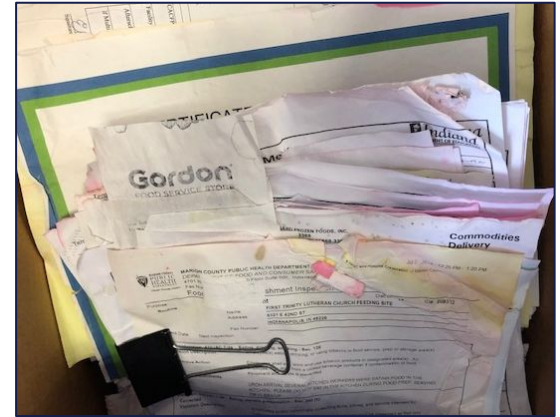
- Keep milk cold throughout meal service
- Cover all cold food in ice
- Invest in soft sided hot/cold bags
- Make sure instructions for food that must be heated are thorough and complete
- Any additional best practices to share?



# Best Practice Sharing

## Document Organization

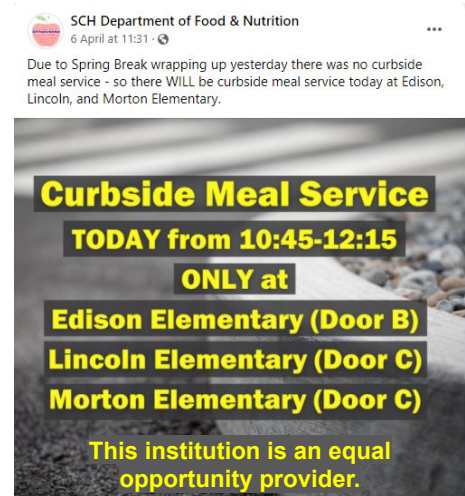
- Maintain records for invoices and meal counts by month of operation
- Consider different colors for each meal count form by meal type and keep them in chronological order by meal type
- Keep a checklist of all needed items with your administrative documents
- Any additional best practices to share?



# Best Practice Sharing

## Marketing

- Utilize a variety of methods to get the word out such as social media, apartment complex staff, flyers in local businesses, have a note on the local utility bill
- Don't forget IDOE has marketing materials on the SFSP website
- Quality meals help word of mouth promotion
- Any additional best practices to share?



# Best Practice Sharing

## Staff Training and Retention

- Utilize a variety of teaching methods to ensure comprehension
- Use local high school and college students to staff your sites
- Increase pay for returning staff
- Any additional best practices to share?





# Thank You.

**Please contact your Field Specialist if you  
have additional questions.**

**If you are unsure who to contact, please  
email [SummerMeals@doe.in.gov](mailto:SummerMeals@doe.in.gov)**

